



Accounts Assistant (Part Time)

Location: Bromley Football Club, Hayes Lane, Bromley, BR2 9EF

Hours: 20 hours per week (Flexible working pattern available)

Salary: £27,000 - £32,000 pa FTE (£13,500 - £16,000 based on 20 hours per week)

About Us

Bromley Football Club is a professional football club based at Hayes Lane, with a busy stadium and a range of facilities used throughout the year for football, events, hospitality and community activities.

The Club is committed to maintaining a welcoming, safe and professional environment for supporters, staff, players, visitors and guests.

At Bromley FC, we take pride in reflecting the Club's values of professionalism, ambition and community. The Finance Department plays a vital role in supporting the Club's continued growth by maintaining strong financial controls and delivering timely and accurate financial information. As an Accounts Assistant, you will be an important part of the team, helping to ensure the smooth day-to-day operation of the finance function whilst supporting activities across the Club.

Join Bromley FC

Bromley FC is seeking a proactive and organised Accounts Assistant to join our Finance Department on a part-time basis.

This is an exciting opportunity to become part of a growing professional football club and play an important role in supporting the day-to-day operation of the finance function.

Reporting to the Management Accountant, the successful candidate will primarily be responsible for purchase ledger processing and supplier account management, whilst also providing accounts administration support to the Chief Financial Officer and stakeholders of the Club.

This role offers flexibility, with 20 hours per week able to be worked across Monday to Friday.

Key Responsibilities

Purchase Ledger

- Process supplier invoices accurately and on a timely basis.
- Match invoices to supporting documentation and obtain appropriate approvals.
- Investigate & resolve invoice queries with suppliers and internal departments.
- Maintain accurate supplier account records.
- Assist in the preparation of supplier payment runs.
- Reconcile supplier statements and resolve outstanding items.

Financial Administration

- Maintain electronic and physical finance records.
- Support the management of the finance inbox and respond to routine enquiries.
- Assist with cash and banking administration as required.
- Ensure that financial documentation is retained and organised in accordance with Club procedures.

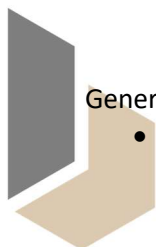
General Finance Support

- Support finance activities across all areas of the Club.

Bromley Football Club – Company No. 03060560

The Stadium, Hayes Lane, Bromley BR2 9EF

www.bromleyfc.co.uk | info@bromleyfc.co.uk | 020 8460 5291





- Assist with ad-hoc projects and other finance-related duties as required.
- Contribute to continuous improvement of the finance processes and procedures.

About You

You will have the following:

- Previous experience working in a finance or accounts environment.
- Experience of purchase ledger processing.
- Strong attention to detail and accuracy.
- Good organisational and time management skills.
- Competent user of Microsoft Excel & Microsoft Office applications.
- Strong communication skills.
- Able to work independently & manage workload effectively.

Desirable

- Previous experience working with Xero.
- Experience within the sports, leisure or events environment.

Personal Attributes

- Positive and flexible approach to work.
- Professional, reliable and trustworthy.
- Strong attention to detail.
- Proactive and organised.
- Able to prioritise tasks and meet deadlines.
- Comfortable working both independently and as part of a team.

Why Join Bromley FC?

- Flexible working arrangements.
- Competitive salary.
- Opportunity to work within a professional football club.
- Friendly and supportive working environment.
- Exposure to a broad range of finance activities.
- Opportunity to develop your finance career within a growing organisation.
- Free on-site parking.

How to Apply

To apply, please submit your CV together with a short covering email outlining your suitability for the role to finance@bromleyfc.co.uk by Friday 30th October 2026.

Due to the anticipated volume of applications, we regret that we may not be able to respond to every applicant individually. If you have not heard from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

Bromley FC reserves the right to close this vacancy early should a suitable candidate be identified.

